



Architectural Project Request Form

Version: May 2022

For Architectural Review Committee Use

Project Number: _____

Name: _____

Address: _____

Phone #: _____ Email Address: _____

Date Submitted: _____ Anticipated Date of Project Completion: _____

Will project be done by: (Check One) Licensed Contractor _____ Homeowner/Self _____

Contractor's Name: _____ Contractor's Phone #: _____

Detailed explanation of proposed project (attach an additional sheet if appropriate), to include as a minimum, location on property, any common elements to be impacted (siding, roofing, driveways, walkways, lawns, etc.), setback allowance to common element lines (if applicable), established community guidance or "appearance scheme" for which exception is being requested, and a copy of all available supporting documentation (product information, applicable design prints/photos, sketches, etc.):

I understand that the Architectural Review Committee will evaluate this request for compliance with the Master and Condominium Association's declarations, bylaws, and community rules and will provide me with a written response regarding their decision within 30 days of receipt of this request form. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Condominium Association's Architectural Review Committee.
2. I assume responsibility for all initial, ongoing maintenance, and if appropriate, "restoration to original condition" costs.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work and approval of this project.
6. I acknowledge that my liability does not end with the completion of the project. Should the project involve the installation of an antenna, gazebo, or an other item that could become dislodged and/or airborne, all damages to Association common elements (siding, fences, etc) or another Unit Owner's property are my sole responsibility. I will consider updating my homeowner insurance to reflect this additional liability.
7. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
8. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this project. I understand and agree that the Condominium Association, its Board of Directors, and the Architectural Review Committee have no responsibility with respect to such compliance and that the Board of Directors and its Architectural Review Committee has no responsibility with respect to such compliance and that approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

Signature of Homeowner(s): _____

Architectural Review Committee Comments:

Date Project Form Received: _____

Committee Approval: Yes___ No___ | Referred to Board for Approval: Yes___ No___ N/A___ | Supplemental Agreement: Yes___ No___

Signature of Committee Members: _____ Date: _____

_____ Date: _____

_____ Date: _____